

NOTES ON THE DISCUSSION OF IMPLEMENTATION OF [REDACTED] "CATEGORIES OF PERSONNEL", 25X1A
(18 and 19 September 1961)

PRESENT: Echols, [REDACTED]

1. Conversion of SRB Records for Present Employees to Appropriate Category as Established in Regulation [REDACTED] All employees now on duty should be categorized in one of the seven categories defined in Regulation [REDACTED]. Questions were raised concerning certain groups, such as NA Service Designees at [REDACTED], part-time workers, Credit Union employees with UD Service Designations, WAE's, reemployed annuitants, and civilian specialist reservists. The determination of the category in these cases will depend on the circumstances of employment and intended use to be made in each individual case. These groups will be analyzed to determine their composition and the individuals will be assigned to appropriate categories. For example, if the individuals [REDACTED] are employed with the understanding that they will remain employees of that installation for a working career, they should be considered career employees. If necessary, a special subgrouping of the ST Career Service could be established to distinguish them from other ST's whose service obligations are broader; reemployed annuitants are, by definition, temporary; civilian specialist reservists will, by definition, be in the reserve category.

Employees who had previously been placed in "deferred," "declined," or "rejected" status with respect to career staff membership will be referred to the appropriate career service for review. Initially, they would be classified as career provisional for record purposes. (ACTION ASSIGNMENT: Analysis of groups and routine coordination with the career service concerned, POD; resolution of problem areas with the career service, D/Pers.)

2. Documentation of Automatic Conversion of Present Career Staff Members: Regulation [REDACTED], while requiring the issuance of Form 1150 when an employee attains career status, provides for the automatic conversion to that status of employees previously accepted into the Career Staff. The question of issuing formal notification to the latter group was discussed and it was agreed to solicit the views of the heads of the various career services concerning the desirability of doing so. The proposal to be put forward for consideration would be that we reproduce mechanically a special notice in lieu of personnel action similar to that issued for the last general pay increase. A memorandum will be prepared, explaining that sending these notices will require a considerable investment of time and effort, principally by the Office of Personnel, but may at a minimum avoid questions from employees or at maximum represent a tangible psychological benefit in reassuring individuals concerning their status. (ACTION ASSIGNMENT: DEXO/PERS)

With respect to notifying career services concerning current employees immediately eligible for career employee status, listings have already been requested and will be delivered to [REDACTED], POD. These lists will be sent to the appropriate career services noted to indicate those individuals

JOB NO. [REDACTED] FILE NO. [REDACTED] DOC. NO. 5 NO CHANGE
IN CLASS [REDACTED] CLASS CHANGED TO: TS S C RET. JUST 22
NEXT REV DATE 19 [REDACTED] REVENUE [REDACTED] TYPE DOC. 3A
NO. PGS 3 CREATION DATE [REDACTED] ORG COMP 32 OF 32 ORG CLASS C
REV CLASS C REV COORD. AUTH: HR 70-3

in deferred, declined, or rejected groupings. In the latter two groups, it will be important that each individual case be considered for appropriate disposition in light of the individual's present circumstances and use. Concurrent with distribution of these lists to the career services, copies will be sent to the "offices of record" as defined in [REDACTED] for review. (ACTION ASSIGNMENT: [REDACTED], POD, WITH SUPPORT FROM SRB/RSD)

Procedures for obtaining the formal recommendation of the career service (Form 1152 or listings in lieu thereof) and the issuance of Form 1150, or an appropriate alternate, are to be developed jointly by POD and RSD. (ACTION ASSIGNMENT: POD/RSD)

3. Action After Initial Eligibles Have Been Processed: It was agreed that the names of employees having obtained the age and service requirements for career employee status would be mechanically reproduced and furnished to POD by RSD on a quarterly basis. POD will have the responsibility for referring appropriate portions of each list to the various career services with concurrent distribution to the "offices of record." Procedures for communicating to the career service pertinent information received from the offices of record will be devised by POD. Procedures for obtaining the formal recommendations of the heads of career services and the issuance of Form 1150 or an equivalent form will be developed jointly by RSD and POD. If a new form is designed for this purpose, the proposal will be submitted for advance approval by the D/Pers. (ACTION ASSIGNMENTS: POD; POD/RSD)

4. Monitoring to Insure Completed Action on Current and Future Eligibles: This responsibility is assigned to POD but with the understanding that appropriate referrals will be made to the SA/D/Pers when deferment is based on circumstances reflecting adversely on the employee's performance or suitability. (ACTION ASSIGNMENT: POD)

5. Publicity: Since the notice announcing the new categories has not gone to the field and the field equivalent of [REDACTED] has not been drafted, it was agreed that a Support Bulletin article should be prepared immediately explaining the new system and the methods of converting present employees to the appropriate new category. (ACTION ASSIGNMENT: ExO/PERS) (NOTE: COMPLETED 20 Sept. 61)

6. Civil Service Retirement vs Social Security Coverage for Reserves: This question is being studied by [REDACTED] in coordination with BSD. It was the general feeling of the group that a decision to place reserves under Civil Service Retirement would be desirable.

Employees presently in deferred, declined, or rejected staff status who may be placed in the reserve category will retain Civil Service Retirement coverage by virtue of continuity of service even if the decision is to place reservists as a class under social security.

7. Creditability of Service Toward the Three-Year Provisional Requirement: Within the framework of the regulation, credit for periods of LWOP, military service, and the like will be determined largely by the head of the